



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ADMINISTRATIVE SERVICES OFFICER IV	44	A	7.215
ADMINISTRATIVE SERVICES OFFICER III	41	A	7.216
ADMINISTRATIVE SERVICES OFFICER II	39	B	7.217
ADMINISTRATIVE SERVICES OFFICER I	37	B	7.218

**BENCHMARK DESCRIPTIONS**

Positions are analyzed and evaluated on the basis of seven established classification factors that include: the nature of work performed; the knowledge, skills and abilities required; supervisory/managerial responsibility; independent/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts. In addition, positions are compared to Benchmark Descriptions and to one another in relation to the size, number and type of accounts managed; the size and complexity of the agency; the type and number of funding sources; the size and level of staff and the diversity of classes used by the agency.

The following benchmark descriptions are representative examples of positions classified at various levels in several user agencies, but they are not intended to be all-inclusive. Allocation of new or existing positions not described below must be determined by a review of the nature and complexity of work performed; the knowledge, skills and abilities required; independence/supervision received; scope of responsibility/consequence of error; authority to take action/decision-making; and personal contacts necessary to complete work.

**ADMINISTRATIVE SERVICES OFFICER IV**

*Department of Corrections, Fiscal/Accounting Division:* Under the direction of the Deputy Director of Support Services, the incumbent serves as the Chief of Fiscal Services for the Department of Corrections. Primary areas of responsibility include fiscal and budget administration, contract administration, purchasing and procurement, legal compliance, program management and division administration. The incumbent ensures the development of administrative, operational, financial, budget records and reports; policy evaluation, oversight, coordination and planning functions, which include the Executive Budget and private funds budgets, and ensuring mandated projects are successful. The incumbent provides representation to other State, legislative, federal and non-governmental agencies regarding the fiscal issues of the department. Fiscal duties include detailed cost analysis, budget expenditure projections, purchasing, contract negotiation and administration, and establishment of internal controls and procedures. The incumbent is responsible for a budget in excess of \$296 million and directly supervises one Administrative Services Officer III, one Accountant II, eight Administrative Services Officer II's, and one Administrative Assistant II.

*Department of Health & Human Services, Health Division:* Under the direction of the Division's Deputy Administrator, the incumbent is responsible for the management of the fiscal and support services of the Health Division. The incumbent provides oversight on the performance of a wide range of functional areas to include purchasing, contracts, budgeting, fiscal management, accounting, business operations, internal controls, biennial budget development, and manages the preparation of annual federal grant application packages, writing work programs and budget revisions. The incumbent also provides oversight and operation of the Division's information technology section to ensure the Division has the necessary information technology resources to operate at both the administrative and programmatic levels; ensures information technology strategies and planning are performed in conjunction with the State's Department of Information Technology guidelines and federal requirements. The incumbent directly supervises one Administrative Services Officer II, one Information Systems Manager III, one Management Analyst III, and one Auditor II.

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## **BENCHMARK DESCRIPTIONS (cont'd)**

### **ADMINISTRATIVE SERVICES OFFICER III**

*Department of Public Safety, Emergency Management Division:* Under the direction of the Division's Deputy Chief, the incumbent is responsible for all fiscal and budgetary duties of the division's eight budget accounts and federal funding resources in excess of \$175 million. The incumbent reviews, approves and provides oversight of budget preparation and management to include preparing oral and written justification for the budget proposals to executive and legislative branches of government. The incumbent develops and implements policies, procedures and internal controls for sub-grant management, sub-grant audits, internal agency audits, external agency audits, and federal grant reconciliation/oversight for State and federal reporting purposes; and provides agency coordination of federal grant requirements relative to all federal grant programs managed by the agency. The incumbent supervises one Administrative Services Officer I, one Accountant Technician III, one Administrative Assistant II and one Administrative Assistant I.

*Department of Health & Human Services, Mental Health & Developmental Services Division:* Under the direction of the Deputy Director, the incumbent is responsible for the fiscal and budgetary duties of budget account 3648, Rural Clinics Community Outpatient Services which provides mental health services throughout the rural areas of the State in the areas of outpatient therapy, case management, medication clinics, psychosocial rehabilitation and supportive housing. The incumbent administers budget planning, development and preparation, monthly financial and service reporting, billing and collection for services provided, purchasing, accounts payable, payroll management, auditing, trust accounts, inventories, contract negotiation, preparation and monitoring for contracts ranging from psychiatrists to office space or janitorial services. The incumbent is also fiscally responsible for making funding decisions based on the grant awards, prepares monthly, quarterly and annual reports as well as aids with the financial aspect of grant applications; and acts as a financial and business consultant to the agency administrator and clinic directors. Duties require significant knowledge of State and federal financial laws and regulations with a high degree of consequence of error and complexity. The incumbent directly supervises two Management Analyst II positions and one Management Analyst III position.

### **ADMINISTRATIVE SERVICES OFFICER II**

*Department of Public Safety, Records & Technology Division:* Under the direction of the Chief of the Division of Records & Technology, the incumbent is responsible for providing management and fiscal oversight for the Division and its related four budget accounts. The incumbent administers the development and maintenance of the policies and procedures, fiscal and budgetary administration and data oversight for the department. Fiscal duties include detailed cost analysis, budget expenditure projections, purchasing, contract negotiation and administration and the establishment of internal control procedures; and policy and administrative decision making in response to changing regulatory requirements. The incumbent makes independent determinations and recommendations on administrative, fiscal, and budget matters. The incumbent serves as the fiscal liaison between the Division's administrations, Department of Public Safety Administration and the State Budget Division. The incumbent supervises one Management Analyst I, one Accountant Technician II, one Accounting Technician I, two Accounting Assistant II's, and one Administrative Assistant II.

### **ADMINISTRATIVE SERVICES OFFICER I**

*Department of Health & Human Services, Health Division:* Under the direction of the Health Program Manager, the incumbent is responsible for the overall accounting, budgeting and fiscal management of programs for the Public Health Preparedness Program Bureau. The incumbent formulates, develops, prepares and monitors comprehensive program biennial budgets and all associated documents, work programs, contract agreements, overall accuracy of coding and utilization of program funds; develops, tracks and reports for three federal grants and provides oversight of sub-grant agreement preparation and monitoring. The incumbent approves all expenditures and ensures compliance with State and federal guidelines; determines

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### **BENCHMARK DESCRIPTIONS (cont'd)**

#### **ADMINISTRATIVE SERVICES OFFICER I (cont'd)**

*Department of Health & Human Services, Health Division:* (cont'd)

appropriateness of budget items; tracks expenditures against existing State spending authority; researches proposed purchases, expenditures, and contracts to ensure the appropriate method of purchasing is utilized; monitors internal control documents to ensure documents are complete, current, and in compliance with all applicable regulations and requirements. The incumbent also acts as fiscal liaison for the programs by working collaboratively with local and State agencies, federal representatives, vendors and contractors. The incumbent supervises one Grants & Projects Analyst I, one Management Analyst I and one Accounting Assistant III.

These benchmark descriptions are used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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